

Real Estate Branch Office License Application

FOR VALIDATION ONLY

Check the appropriate box(es):

- ☐ **New Branch Office License** **\$189.50**
☐ **Change of Designated Broker** **\$26.50**
☐ **Change of Address** **No Fee**
☐ **Name Change** **No Fee**

Make remittance payable to State Treasurer.

Send application with your remittance to:

Department of Licensing
PO Box 9048
Olympia, WA 98507-9048

- Please type or print in dark ink - see page 2 for instructions/requirements.
- If your application information is incomplete, it will not be processed.

Company Information – To be Completed by Designated Broker

Company Name			Branch Office Telephone No. ()
DBA Name (If applicable)			Unified Business Identifier (UBI No.)
Branch Address (Number, Street & P.O. Box if Applicable)			Business Fax No. ()
City	State	Zip	County
Main Office Address (Number, Street)			Main Office Telephone No. ()
City	State	Zip	County
Designated Broker's Name (First, Middle, Last)		Designated Broker's Social Security No.*	
For address change only: previous address (Number, Street, City, State, and Zip)			

Designated Broker – please respond to the following questions:

- What is zoning of the area in which the office is located? _____
- Is a real estate office permissible in this zone? ☐ Yes ☐ No
- Are you or is your real estate firm the owner(s) of the business to be established at this branch office location? ☐ Yes ☐ No
If not, please provide the name and mailing address of the owner in the space provided below:
- Are you currently required to register as a sex offender in this state or any other state? ☐ Yes ☐ No
If yes, state _____ county _____

Attach a letter of explanation if you answer Yes to question 4.

*State law, RCW 26.23.150, requires you to furnish your Social Security Number when you apply for this license. If this application is for a business that is a sole proprietorship, the proprietor must furnish his/her Social Security Number. Resident aliens, without a Social Security Number, must furnish their Individual Tax Identification Number.

I declare under penalty of perjury that my answers and all information provided by me herein are true and correct.

Signature **X** _____ Date _____
Designated Broker

Procedures for New Branch Office Licensure

New Branch

1. The designated broker must complete and sign an "Real Estate Branch Office License Application" (*form RE-620-011*).
2. Appoint a branch manager for each branch office to be established. This appointment is made by the submission of a completed "Real Estate License Application" (*form RE-620-004*). The application should be fully completed and signed by both the branch manager applicant and the designated broker.
3. Any salesperson or associate broker to be licensed at the new branch office must complete and submit the "Real Estate License Application". The application must be fully completed and signed by both the applicant and the designated broker.
4. Any salesperson, associate broker, or branch manager applying for licensure at the new branch must return his or her current license.
5. The fee for a new branch office is \$189.50. The first license fee for a salesperson is \$146.25. The first license fee for an associate broker /branch manager is \$210.00. (*"First license" fees are applicable to a person who has passed an examination but has not applied for licensure.*) Fees should be submitted in the form of a personal check, cashier's check, certified check, or money order and made payable to State Treasurer. Send remittance and application to: Department of Licensing, PO Box 9048, Olympia, WA 98507-9048.

Company Name Change

If the corporate, partnership, LLC, or LLP name is changing, please follow steps 1 through 4. If **only** the DBA name is changing, apply **only** step 1 and return current branch office license.

Change of Designated Broker

Follow step 1 and return current branch office license. **Note:** These procedures are for changing the designated broker, **not** the branch manager. Please refer to "Change of Branch Manager" procedures for more information.

Change of Address

Please follow steps 1 through 4 and return the branch office license.

Please review all applications and requirements prior to submission to the Department of Licensing. Incomplete applications cannot be processed and will result in the delay of licensure. If you have further questions, contact this office at one of the numbers listed on page 1 of this application.

For Branch Offices Using a Name Different From the Main Office Name

If you want to operate a branch under a name different from the main office, you may do so upon our approval. Please note that this **will** have an impact on all of your advertising for the branch office. You are required to show the link to the main office.

For example:

Main office = "John Doe Realty, Inc."

Branch office = "Doe Management"

Advertising for the branch should read, "Doe Management Br. of John Doe Realty, Inc."

If the main office uses a DBA name, the link must refer to the DBA name of the main office.

For example:

Main office = "Jane Realty, Inc. DBA Jane Homes"

Branch office = "Jane Properties"

Advertising for the branch should read, "Jane Properties Br. of Jane Homes"

Upon filing, this application becomes a public record and is subject to public disclosure provisions under RCW 42.56